

## **City of West Fargo Renaissance Zone Application/Closeout Checklists**

### **Application Procedure**

1. Send or fax request for Certificate of Good Standing from the ND State Tax Department.
2. Fill out Renaissance Zone application completely.

**The application will have to be submitted and approved by all parties before you start construction. Review of the application takes approximately six weeks from time of submittal until final approval.**

3. Submit **completed** Renaissance Zone application packet to Dorinda Anderson, Director of Business Development with the following;
  - a. Renaissance Zone application
  - b. Certificate of Good Standing
  - c. Building Elevations which show building façade, parking lot layout and landscaping plan. This plan will need to be submitted on 11x17 size paper.
  - d. Copy of cost estimates from all contractors for projects that include construction. **All cost estimates will need to delineate capital improvements vs. non-capital improvements in their application. Please make sure all estimates clearly list separately any non-capital improvements such as floor coverings, window treatments, wall coverings, cabinets and furnishings.**
4. You will be required to attend the Renaissance Zone Authority meeting to present your project. It will take approximately 15 minutes. Be prepared to talk about your business and the projects construction and landscaping plans. Dorinda Anderson will notify you when your project will be in front of the RZ Authority.
5. Dorinda Anderson will notify you if your application has been approved or not. You should attend the City Commission meeting when the application is on the agenda. You will be notified when that will takes place.

6. A letter will be issued by the State for approval of the RZ application. A copy will be sent to you when it is received. After you have received the letter, you may then proceed with construction or with signing of the lease.

### **Renaissance Zone Project Closeout Procedures**

1. For construction projects-
  - a. Set up a time where Dorinda Anderson may tour the project to verify that all construction parameters have been met according to the approved application.
  - b. Review the application to make sure the project was completed according to application and committee approval.
  - c. Submit copies of all invoices to verify costs as submitted with your approved application.
2. For lease projects-
  - a. Call Dorinda Anderson to set up a time to view your lease space.
  - b. Submit a copy of the signed lease agreement.
3. All applicants will get a copy of the final letter issued by the State of ND once the above have been verified by Dorinda Anderson. The West Fargo Assessor's Office will receive a copy of your final approval letter. They will then contact you with information on how the property tax exemption will affect your property. The income tax exemption will start according to the date determined by the state in the final letter.
4. A Business Incentive Agreement (BIA) will have to be signed by you and the city detailing the incentive that is received. The BIA will contain the questions required by the state law. This agreement will be signed once the project has been assessed by the city for taxable value.

